Barking Abbey School

SIMS Learning Gateway

Parent User Guide

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Introduction

This guide gives you a brief introduction to the SIMS Learning Gateway (SLG) system. The SLG is designed to give parents easy access to their child's school record via the internet.

Prerequisites

To access the SLG you will need and internet connection, basic broadband is sufficient. Please check the following list of supported browsers to verify that your internet browser is compatible:

Browser	PC	Mac
Google Chrome 27	✓	✗
Internet Explorer 11.x	✓	✗
Internet Explorer 10.x	✓	✗
Internet Explorer 9.x	✓	✗
Mozilla Firefox 21	✓	✗
Safari 6.x	✗	✓

Security

The data stored and made available by schools via the SIMS Learning Gateway is highly sensitive, and therefore security must be a priority.

It is **your responsibility** to ensure that your user name and password be kept private. While the software has been designed to prevent access to highly personal student information, access to the site must be protected.

Important Note: Ensure that you always log out of the SLG site and close the internet browser used, otherwise the SLG site may be left open to unauthorised persons.

Logging on

1. Using a web browser go to www.barkingabbeyschool.co.uk
2. Click Menu => Portals => SIMS Learning Gateway

3. There are basic instructions on this page and a copy of this guide, click the Login Button

SIMS LEARNING GATEWAY

Login

Barking Abbey School uses SIMS Learning Gateway (SLG) to allow parents to view information regarding their children. The information is held on a secure website and can be access from any location. The SLG gives you access to attendance information and assessment summaries, timetables and end of term reports.

User Accounts

Usernames and Passwords are issued to each parent/guardian that has parental responsibility. Usernames and Passwords will be sent out via the post in separate letters for security reasons and may not arrive at the same time, **please keep these safe until both have arrived**.

4. The SLG Login page will be displayed, enter the details provided by the school as below

SIMS LEARNING GATEWAY

Username

Password

Security:
- This is a public or shared computer
- This is a private computer
- I want to change my password after logging on

Click Here if you have forgotten your password.

Recommended – select 'this is a public or shared computer'

SIGN IN

Click here to log in

5. If this is the first time you have logged onto the SLG you must change your password using the method below:

    i. Enter your old password

    ii. Enter your new password twice ensuring you follow the **password complexity rules** below

    iii. Click the change button

    iv. You will now see a message confirming the **successful change of the password** or **that the credentials entered are not valid** and you will be returned to the initial login screen.

Password Complexity Rules:

- Must not contain your username or parts of your full name that exceed two consecutive characters
- Must be at least 6 characters long
- Must have at least one CAPITAL LETTER
- Must have at least one lower case letter
- Must contain at least one number OR at least one non-alphanumeric character (e.g. !, #, $, %)
- Must not be any of your previous 3 passwords

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6. Log back on using your new password.

The Homepage

The homepage will change over time as the use of SLG grows. The information here will be the same for all parents.

Managing your user account

Click the **My Account Page** link on the Navigation Bar to display the My Account page. From here you can:

- view your personal details
- change your password
- change your security question and answer

Viewing your user account details

The View My User Account panel displays your details as stored by the system. If any of these details are incorrect, please use the data collection sheet, see page 14 for instructions

Changing your password

1. In the Change My User Account Password panel, enter your Old Password

2. Enter your new password in the New Password and Confirm New Password fields. **NOTE:** The password complexity rules from page 5.
3. Click the Change button. If your change of password is not successful, you are given the reason why and the opportunity to try again.

Changing your security question and answer

Important Note: If you forget your password you can recover it if your email address is correct **AND** you have set up a security question as below.

1. In the Change Security Question and Answer panel, enter a question in the **Security Question** field

Note: The question should unique to you and must be easy to remember. Examples include your mother's maiden name, your first school or favourite pet.

2. Enter the answer in the **Security Answer** field.
3. Click the **Change** button. If your change of question and answer is not successful, you are given the reason why and the opportunity to try again.

Forgotten your password?

1. Browse to the SIMS logon page and click the 'forgotten password' link
2. Enter your **User Name** and click the **Continue** button

3. Enter your Security Answer to the Security Question and click the Request button

If the password is requested successfully, the following message is displayed and your new password is **emailed to you**

Important Note: If your user account has no email address, or you have attempted and failed to answer the security question please email **slg@barkingabbeyschool.co.uk** for assistance.

Viewing information for your children

The **My Children Dashboard** displays an overview of all the children you have registered with the school

Attendance and Lateness Summary

Parent News Ticker

Information on Events recorded for your child

Displays detailed information about your child

Access to reports

Submit changes to your child's information – e.g. address, contact email etc

If you have more than one child at the school they will be shown here
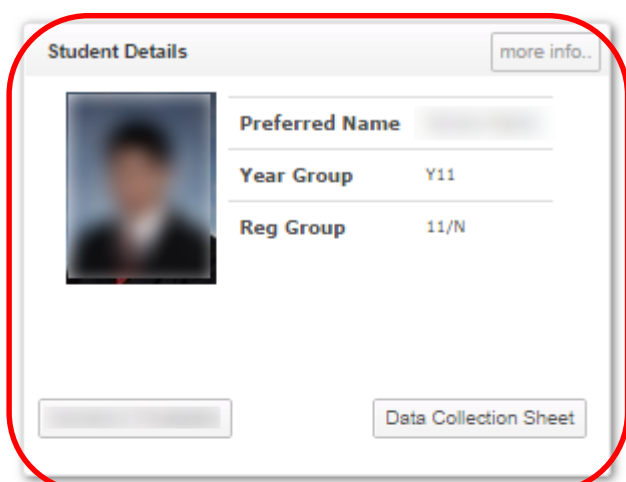
The Student Dashboard

Access the student dashboard for each child using the link below
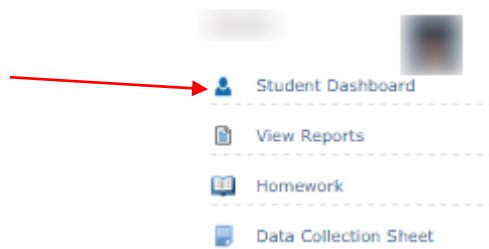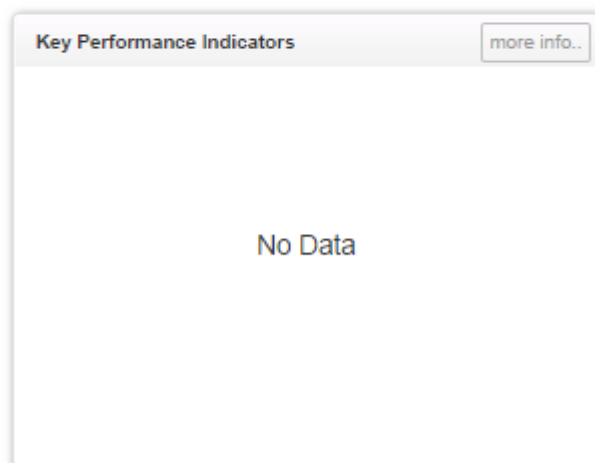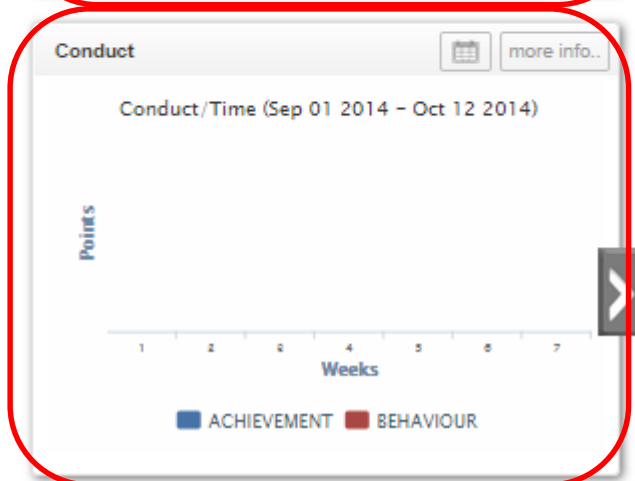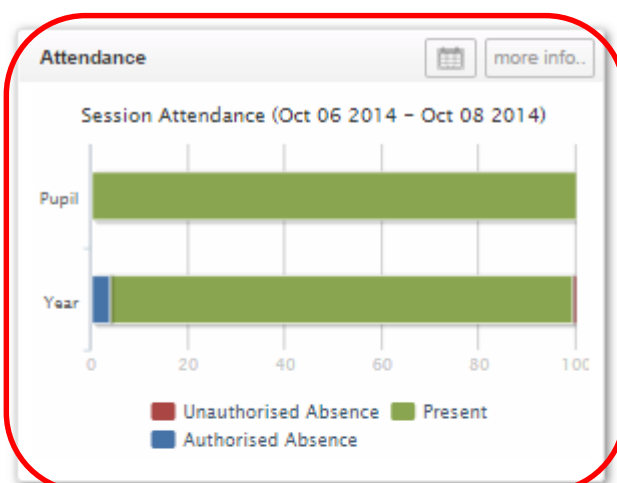

A series of panels are displayed, at the moment some of these may be blank, this will change over time as more information is added to the SLG.

Basic Student Information

Attendance Summary

Conduct Summary – Behaviour/Achievement Events

Student Details

The student details panel displays basic information on your child

Click the **More Info** button to display some more detail. If any information is incorrect please click the **Data Collection Sheet** button and follow the instructions to amend the information.

Student Timetable

The **Student Timetable** page displays your child's timetable for a selected date. To change the view of the timetable, click the **Day**, **Week** or **Month** button. To change the date range displayed, click the **Previous Week** or **Next Week** buttons adjacent to the date.

Student Session Attendance

The **Student Session Attendance Summary** panel displays an analysis of your child's session marks. The school day is split into two sessions, morning and afternoon. Session attendance marks are used to keep a record of your attendance at session registration.
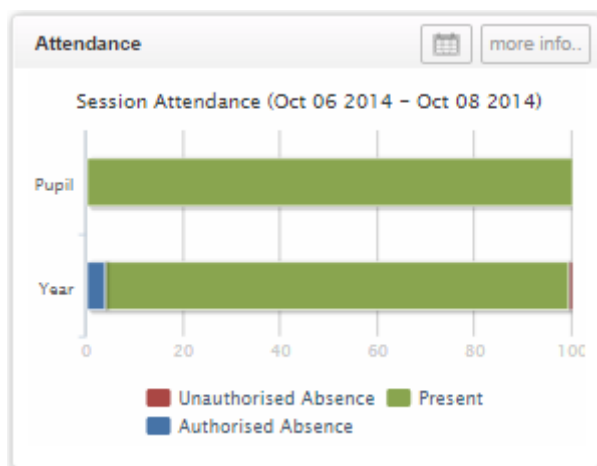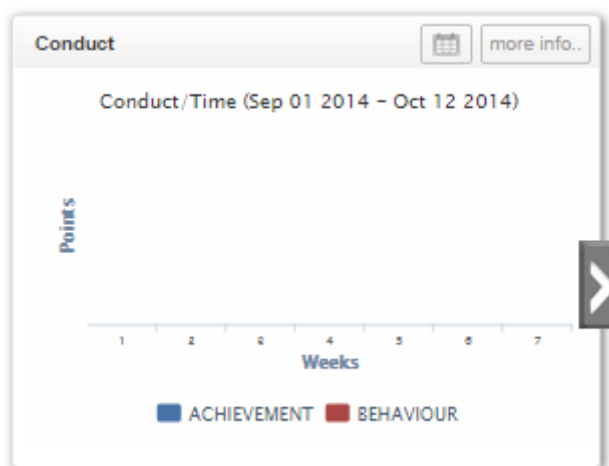

Click the **More Info** link to display the **Student Session Attendance Details** page, in which you can view the marks recorded in the register for each session. The **Session Code Break Down** table at the bottom of the page describes what the various session marks mean.

Conduct Summary

The conduct summary shows an overview of your child's Behaviour and Achievement events.

Click the **More Info** button for a more detailed summary

Viewing Reports

Access the student reports for each child using the link below from the **My Children Dashboard**
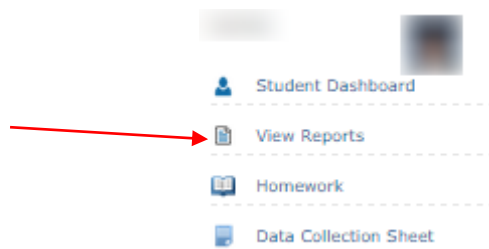
Reports will be made available periodically during the year. You may need a pdf reader to open some reports, this can be downloaded from http://get.adobe.com/uk/reader/

Updating your Children or Parental Information

To make changes to your child or parental information use the **Data Collection Sheet** link from the **My Children Dashboard** or from the **Student Dashboard** page
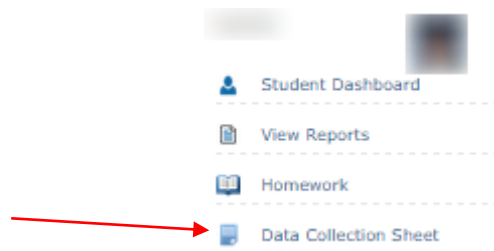
The sheet will display as below, using the sheet you can update:

- Student Details
- Parental Contacts
- Medical Information
- Ethnicity
- Parental Consent

Use the arrow to advance through sections

Click the **pencil** icon to modify details

At the end of the process you will be asked to **Finish**. Once this has happened the data collection icon will disappear from your student dashboard page. The school will process the change and once it has been updated you will see the changes on the SLG**.** ***Note: The school may contact you to confirm changes e.g. proof of change of address etc.***

I am having problems, what should I do?

If you are having issues using the site or have issues with the information displayed please email

slg@barkingabbeyschool.co.uk

In the email please include the following details:

- Your name
- Your Childs name and date of Birth
- A brief description of the problem

We will aim to respond to any emails within **24 hours**